# Receiving a Line Item

Receiving is the process an agency uses to record goods and services that are delivered. In the E-Procurement process, receiving completes the purchase order lifecycle. A receipt is an acknowledgement that the goods have arrived and/or the service is complete. Receipt records ensure that all items on the purchase order were correctly received and accounted for in the financial system. Once items have been received in the system, the supplier can be paid. Every purchase order line item must be received in NC E-Procurement @ Your Service.

Depending on the agency, receiving occurs at either a centralized location, known as central receiving or at the desktop of the requestor. The NC E-Procurement Service allows for both methods of receipt. The ship-to address on the PO will determine the shipment's destination and is also associated with either a central receiving facility or a desktop receiving facility. Each NC agency has determined which type of receiving best meets their organization's needs.

- **Desktop Receiving:** The original requestor receives the items at their desk. The requestor will open the package, check the product, and then go into NC E-Procurement Service to accept or reject the items in the order.

- **Central Receiving:** Purchase orders are delivered to a centralized location. One user with the central receiving role then logs into the NC E-Procurement Service to accept or reject the items in the order.

Receipt Email Notifications: An automated email message is sent to the receiver reminding the user to receive a specific order when the purchase order is generated. However, it is critical that the receiver waits until the products have arrived and check the quality and quantity before receiving the order in NC E-Procurement.
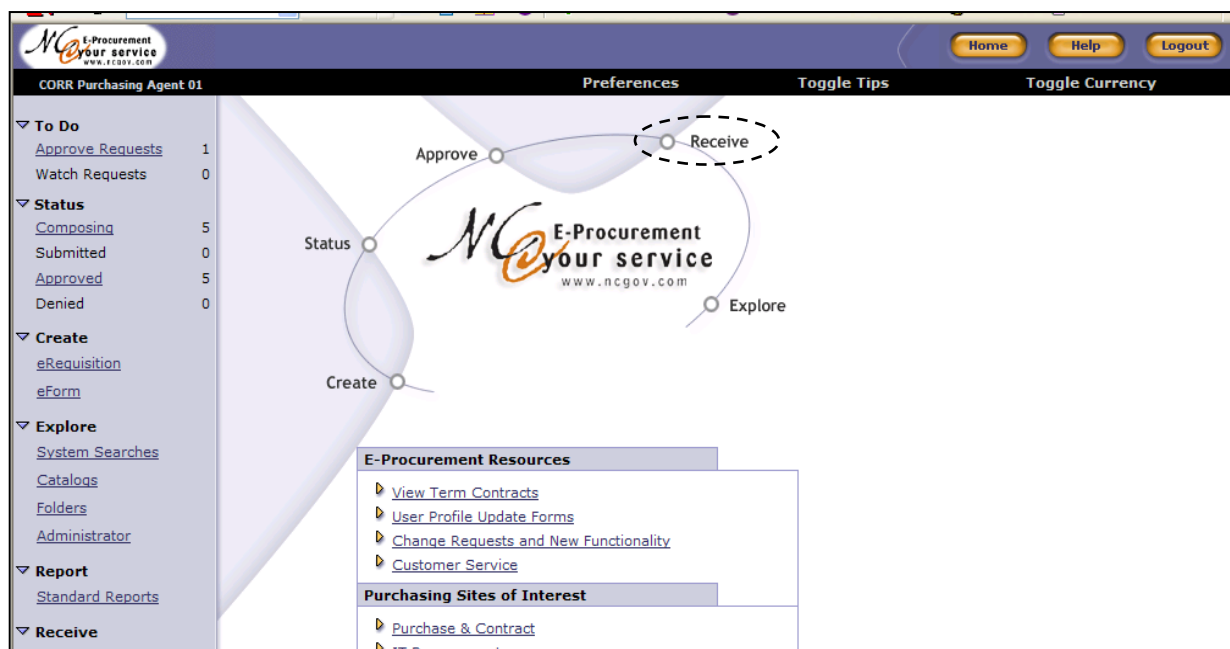
1. Select the **'Receive'** command from the E-Procurement Home Page.

2. Enter the purchase order number in the **'Order ID'** search field and click **'Search'**.

   Note: For a complete list of purchase orders waiting to be received, leave the **'Order ID'** search field blank and click **'Search'.**

3. Select the purchase order to receive by clicking the **'Title'** or **'Order ID'** link.

1.0 Accepting Line Items

4. Enter the number of items received in the **'Accepted'** column. Be sure to enter the items received based on the appropriate unit of measure. For example, if the purchase order was issued for 10 each, the receiver will receive based on the unit of measure, each. If the purchase order was issued for $12,500 dollars, the receiver will receive based on the unit of measure, dollar.

Note: Not all shipments will be received in full. Users may enter a partial receipt by entering the number of items received in the **'Accepted'** column. More than one receipt can be entered for the same purchase order.

Note: If all items have been physically received, users may use the **'Accept All'** button to automatically enter the full amount ordered for each line item in the **'Accepted'** column.

Note: In some cases, users may physically receive more than what was ordered. In this case, the user may enter the amount ordered plus the receiving tolerance entered by the user on the purchase order line. The default value for the receiving tolerance is 2%; users may update this amount by line item when necessary.

5. Enter the packing slip number in the **'Packing Slip'** field.

6. Click **'Submit'**.

2.0 Rejecting a Shipment

If a receiver received damaged or incorrect products in an order, he/she may opt to reject those items using the Reject Items functionality. The rejection field is **not** stored in NCAS. This field is strictly for internal purposes only. This field may be reference by users at a later day to determine why the full amount of the purchase order was not received. When rejecting a shipment, users should enter comments as to why the line item is being rejected.

1. Enter the amount to reject in the **'Rejected'** column. Remember, this information is **not** stored in NCAS.

    Note: Do **not** enter a packing slip number when rejecting a line item.

2. Click **'Submit'.**

3. Enter a comment in the **'Rejection Reason'** field as to why the items are being rejected (e.g., Items received were broken).

4. Click **'Next'**.

Note: Users may opt to skip the Additional Information Needed page in the future by checking the box beside **'Always go directly to the summary page'**. Users will still be able to enter a rejection reason; however, it will be added directly on the Summary page.

5. Click **'Submit'**.

3.0 Opening a Closed Order

Once an order has been fully received in the NC E-Procurement System, the status of the order will become 'Received'. This indicates that the order has been completed and is closed in the NC E-Procurement System. User may reopen a closed order by following the below steps.

1. Select the **'Receive'** command from the E-Procurement Home Page.

2.   Enter the purchase order to be reopened in the **'Order ID'** field and click **'Search'**.

Note: Users can also search for the purchase order based on the following criteria in the dropdown box: Order ID, Req ID, and Receipt ID.

This message indicates that the order is currently closed and must be reopened for additional receiving.

3. Click the **'Reopen Order'** button. The status of the purchase order will be changed from 'Received' to 'Receiving'.

Note: There is now a new receipt in 'Composing' status to be used for further receiving. Click the **'Receipt ID'** to view the receipt and continue.

4.0 Backing out Previously Accepted Items/Unreceiving Items

If an incorrect amount was accepted, users will have the ability to make corrections by backing out the previously accepted line amount(s). This is also known as "negatively receiving" or "unreceiving" line items. Users may follow the steps below to back out previously accepted items. **Note:** If the order has been fully received, user will need to reopen the closed order before following the below process.

1.   Enter the amount to unreceive as a negative number in the **'Accepted'** field.

Note: Rejecting and Unreceiving are **not** the same thing. When an item is unreceived or 'negatively accepted', this information is passed to NCAS. Rejecting a shipment is simply for internal purposes.

2.   Enter the packing slip number used to originally receive the item in the **'Packing Slip'** field.

Note: If a value is not entered in the packing slip field before choosing the 'Next' button, previously used packing slips will be displayed on screen for your use. A packing slip does not need to be entered when receiving/unreceiving line items with the unit of measure set as 'dollar'.

3.   Select **'Next'**.

4.   Review the entered information and select **'Submit'.**

Note: Users may choose to **'Submit'** on the previous page, however, they will not have a chance to review the information entered for this receipt.